

**DEPARTMENT OF ENERGY
NEW ENVIRONMENTAL RECORDS SCHEDULE (15000)**

Revision 1

February 2007

(Informational Attachment for NARA's Use in Reviewing the SF-115)

15100 ADMINISTRATIVE

Environmental administration records include program or project management records, reports, and records documenting protection and preservation of natural resources.

15110 Planning Records/Plans

15111 Environmental/Waste Monitoring, Identification, Sample and Analysis Implementation

Environmental Monitoring Plan Records. These records document a framework of the scope and extent of both liquid and gaseous, effluent measurements, and related surveillance programs during the active lifetime of operations. These records define the quality assurance control program to ensure that all samples are collected and that the resulting data will be able to calculate the effect to the environment and public health. Records may include, but are not limited to, parameters and concentrations, analysis, cover letter transmittal, compliance summaries, findings and concerns, effluent inventory, data management and calculations.

Cut off when superseded, obsolete, or canceled. Destroy when 5 years old with the approval from site owner. N1-434-98-28, item 1.f(1) EPI

Environmental Implementation Plan Records. These records document a framework that identifies the responsibilities for compliance management, direction, goals, and objectives with related strategies and timetables. These records are used to ensure that the facility is operated and managed in a manner that will protect, maintain and restore environmental quality and minimize potential threats to the environment and public health. These plans are submitted to the EPA for review, comment and approval.

Cut off when superseded, obsolete, or canceled. Destroy when 5 years old with the approval from site owner. N1-434-98-28, item 1.f(2)

Waste Minimization and Pollution Prevention Implementation Plan Records. Records documenting the plan for implementing a Waste Minimization Program at DOE contractor sites. Information related to

waste minimization is distributed to line organizations and selected groups to identify waste streams, and minimize or eliminate the toxicity and waste material at the site. Records may include, but are not limited to, correspondence, waste service center location, strategic planning, program changes, program accomplishments, findings, program support, distribution list and notes.

Cut off when superseded, obsolete, or canceled. Destroy when 5 years old with the approval from site owner. N1-434-98-28, item 1.f(3) EPI

Waste Stream Identification Plan Records. Records are used to manage or eliminate waste for pollution prevention requirements. Records may include, but are not limited to, project selection and guidance, position papers, baseline information, waste identification and concentration and waste generator reduction plans.

Cut off when superseded, obsolete, or canceled. Destroy when 5 years old. N1-434-98-28, item 1.f(4)

Sample and Analysis Plans. These are plans for sampling at former waste storage locations and other waste sites to identify potential contamination.

Destroy when analytical results are verified, accepted, and summarized, or until 5 years old whichever is earlier. N1-434-98-28, item 1.f(6)

Destroy when 75 years old. (Applies to all of the above.)

15112 Remediation Plans/Records

Remediation Management Records (Other Than CERCLA Funded Cooperative Agreements). Records of management services organizations dedicated to solving waste cleanup problems. Records include project scope terms and conditions; contracted authority requirements; project costs; correspondence to and from clients, contractor or regulatory entities; data and analysis necessary to replicate the project findings; contractor records; reports on current situations, recommendations for future actions, evidence of training and qualification; records which document and describe general remediation project information, including procedure manuals, site operating procedures, project directives and project proposals.

Remediation Plan Records. Sitewide Criteria and Design Basis-Remediation-based records, sitewide data and memoranda-remediation-related records, remediation project information records, Federal Regulatory Agencies-remediation-related records, sitewide project controls remediation-related

records, remediation plans records, RI/FS, remedial project specific records, such as sitewide project control records, sub-contractor support records, project information records, project charts and construction records; Operable Unit program development records; operating plans; RCRA operating logs; Operational Readiness Review Records.

Cut off at the end of the project or in 5 years. Retire to FRC in 5 year blocks. Destroy after 75 years. N1-434-98-28, item 1.j.(1)

Expedited Response Action Records. Time critical and/or non-time critical response action records. Waste site at which clean up occurs because of limited exposure of personnel, the dangerous nature of the operations involved or because immediate cleanup would be easier or more cost effective.

Destroy 10 years after FFA&CO terminates. 40 CFR 300 N1-434-98-28, item 1.j(2)

Destroy after 75 years. (Applies to both of the above.)

15113 Public Involvement Records/Post Closure Plans

Public Involvement Records. Records containing information relating to public affairs and public involvement in restoration and remediation activities. May include public affairs records not included in the administrative record that are maintained by Public Affairs or External Affairs Offices. (Section 1a); news releases, photos, maps, figures; community meetings records, community relations records; public meetings/presentations, environmental bulletins; other CERCLA-required public involvement records; Public Involvement Plan records.

Permanent. Retain onsite until no longer needed. Transfer to NARA. N1-434-98-28, item 1.i

Post Closure Plans. Closure plans include description of plans for each unit, estimate of maximum inventory during active life, description of steps needed to remove a decontaminate, and schedule.

Permanent. Cut off when no longer needed. Transfer to NARA 25 years after cutoff. N1-434-98-28, item 3.d(2)

No change. (Applies to both of the above.)

15114 Closure Plans. Interim Closure Plans.

Destroy 10 years after certificate of closure is received. N1-434-98-28, item 3.d(1)

No change.

15120 Reports**15121 DOE Field/Contractor Environmental/Safety Reports**

DOE Field/Contractor Environmental/Safety Reports. Reports relating to field office, contractor or subcontractor environmental, human health, employee and/or public safety and oversight reports.

Cut off when superseded, obsolete, or canceled. Destroy when 75 years old. N1-434-98-28, item 1.d(2)

Air Monitoring. These reports document the monitoring data for the purpose of determining if the level of hazardous, volatile organic compounds, (VOC), visible air contaminants, and radionuclide airborne materials are being released by a site and at what concentrations. Records may include, but are not be limited to, monitoring data from routine radiological and nonradiological environmental surveillance activities, and summary listings of the weekly sample including analytical results, detection limits and spike/blank recoveries.

Destroy 75 years following issuance of report and with the approval of the site's General Counsel's Office. N1-434-98-28, item 1.d(4)

National Emission Standards for Hazardous Air Pollutants (NESHAP) Annual Reports. These reports document program plans, regulatory drivers and emission inventory guidelines for air and pollution monitoring to ensure compliance. Records may include, but are not limited to, input parameter and modeling results for building ventilation stacks, stack/vent emission survey reports, emission sampling reports, type of chemical and amount emitted, reactor data, estimates of does to the population, notes, correspondence, fugitive source emission assessment, sample data for surface radioactivity, radionuclide type, location, sample range, standard deviation, reference, inventory and documentation source.

Destroy 75 years following issuance of report and with the approval of the Sites General Counsel's Office. N1-434-98-28, item 1.d(5)

Air Emissions Permit Reports. These reports document effluent air monitoring activities as designated by EPA for permitted sources and

equipment. The reports contain raw data to authenticate operational integrity.

Destroy 75 years after issuance of report and with the approval of the Sites General Counsel's Office. N1-434-98-28, item 1.d(6)

Environmental Monitoring Reports. These reports document monitoring data from routine radiological and non-radiological environmental surveillance activities. The report is created to document all the environmental activities completed at a site in order to be in full compliance with all applicable environmental laws and regulations. Records may include, but are not limited to monitoring data, summary of meteorological data, permits, summary of analytical results, sample analysis of vegetation, soil, and water, and discussion of sampling procedures. Reports provided to identify the progress on the environmental monitoring plans or on other related subjects.

Destroy when 75 years old. Cut off when reports are superseded, obsolete, or canceled. N1-434-98-28, item 1.d(8)(a)

Program Reports. Program, process, reduction and other detailed reports, to Federal, DOE-HQ/Field Office, State, Local, contractor or subcontractor management, etc.

Retire to FRC in 25 years. Destroy after 75 years. N1-434-98-28, item 1.d(13)

Waste Management Reports. These reports document waste management activities, other than CERCLA funded cooperative agreements. Required compliance reports, dumpster violations, dangerous waste reports, and decay heat reports.

Destroy 5 years after final closure of facility. N1-434-98-28, item 1.d(10)(c)

RCRA Biennial Reports.

Destroy after 3 years. 40 CFR 265.75 N1-434-98-28, item 1.d(10)(d)

Tier Two Emergency and Hazardous Chemical Inventory Reports.

Destroy 3 years after issuance of report. 40 CFR 372.10 N1-434-98-28, item 1.b(2)

Toxic Chemical Release Inventory Reports.

Destroy 3 years after issuance of report. 40 CFR 372.10 N1-434-98-28, item 1.b(3)

Destroy when 75 years old. (Applies to all of the above.)

15122 Annual Background Study Reports. These reports document the preliminary results of an approved background study used by the EPA, the state, and DOE to evaluate contamination releases. These studies are used to develop information on the uncontaminated conditions of a site. The data is compared with data from areas that might be contaminated. Records may include, but are not limited to, data acquisitions and related correspondence, description of data collection methods and technology, data logs, subcontractor memos, and analytical results.

Retain on site and transfer to new owner. N1-434-98-28, item 1.d(7)

Destroy 75 years after transfer to new owner.

15123 Reports – Waste Management/Radioactive Contamination Soil/Real Estate

Environmental Monitoring Reports. These reports document monitoring data from routine radiological and nonradiological environmental surveillance activities. The report is created to document all the environmental activities completed at a site in order to be in full compliance with all applicable environmental laws and regulations. Records may include, but are not limited to monitoring data, summary of meteorological data, permits, summary of analytical results, sample analysis of vegetation, soil, and water, and discussion of sampling procedures. Environmental monitoring reports defining the extent and levels of radioactive contamination in soil or real estate.

Permanent. Transfer to NARA when no longer needed by the Department. N1-434-98-28, item 1.d(8)(b)

Waste Management Reports. These reports document waste management activities, other than CERCLA funded cooperative agreements. Hazardous waste reports, hazardous substance reports, waste characterization reports, CERCLA/RCRA unit reports.

Permanent. Cut off when waste is disposed of. Transfer to NARA 25 years after cutoff. N1-434-98-28, item 1.d(10)(a)

Waste minimization/prevention reports, waste reduction reports, waste disposal reports

Destroy 150 years after issuance of report. N1-434-98-28, item 1.d.(10)(b)

Permanent. (Applies to all of the above.)

15124 DOE-wide Environment/Safety Reports. Reports relating to DOE-wide environmental, human health, employee and/or public safety and oversight reports.

Permanent. Cut off when superseded, obsolete, or canceled. Transfer to NARA 25 years after cutoff. N1-434-98-28, item 1.d(1)

No change.

15125 Noncompliance, Quality Control and Surveillance Reports

Reports of Noncompliance. These reports document noncompliances not reported under occurrence reporting systems. Series may include logs, surveys, analyses, investigative notes, and briefings.

Destroy 5 years after issuance of report. N1-434-98-28, item 1.d(11) EPI

Quality Control Reports. These reports document the quality control records for analytical laboratories.

Destroy 2 years after issuance of report. N1-434-98-28, item 1.d(12)

Community Environmental Surveillance Program Reports. Summary reports documenting the cooperative effort of DOE, the DOE contractor site, and the surrounding communities in actively participating in an environmental surveillance program.

Cut off upon issuance of report. Destroy 5 years after cutoff. N1-434-00-7, item 1.d(9)

Destroy when 5 years old. (Applies to all of the above.)

15130 Logbooks

15131 Environmental Logbooks

Hazardous Material Logbooks. Logbooks containing data relating to radiation, contamination, hazardous materials.

Destroy when 75 years old. N1-434-98-28, item 1.e(2)

Geology Logbooks. Logs and logbooks, such as geologist field logs, subcontractor geotechnical operations logbooks, soil and soil gas survey sampling field logs, and characterization logbooks. Field logbooks of laboratory technicians and field inspectors concerned with earth sciences.

Destroy when 75 years old. N1-434-98-28, item 1.e(4)(d)

Operating Logbooks. Logbooks listing significant action, daily surveillances and maintenance activities occurring during normal operations of applicable facility.

Destroy when 75 years old. N1-434-98-28, item 1.e(6)

No change. (Applies to both.)

15132 Daily Analysis and Equipment Logbooks. Daily Analysis Logbooks describing analyses of daily activities of the laboratory.

Destroy when 5 years old. N1-434-98-28, item 1.e(5)

No change.

15140 Environmental Project Case Files

15141 Environmental Project Case Files – Innovative Technology. Project case files, maintained as a collection throughout the projects life cycle, which documents the activities of the project from initiation through completion. Identify contract or work agreements, statement of work, funding/budget documentation, project plans, project justification, audits, project reviews or event documentation, client status reports, permits, organization structure, property lists/inventories, deliverables, meeting minutes/agendas, closure plans, final reports, and other reports and correspondence related to milestones, project scope, staffing, initiation or execution of the project. May also include engineering design review records and as-built drawings. Projects for which innovative technology is initially developed or demonstrated.

Permanent. Cut off at project completion. Transfer to NARA 25 years after cutoff. See NI-434-96-9. N1-434-98-28, item 1.k(2)(a)

No change.

15142 Environmental Project/Record Case Files

Project case files, maintained as a collection throughout the projects life cycle, which documents the activities of the project from initiation through

completion. Identify contract or work agreements, statement of work, funding/budget documentation, project plans, project justification, audits, project reviews or event documentation, client status reports, permits, organization structure, property lists/inventories, deliverables, meeting minutes/agendas, closure plans, final reports, and other reports and correspondence related to milestones, project scope, staffing, initiation or execution of the project. May also include engineering design review records and as-built drawings. Case files non-innovated technology environmental projects.

Cut off at project completion. Destroy 25 years after project completion. N1-434-98-28, item 1.k(2)(b)

Environmental Program Support Files. Document the management, administration, support, function, operation, and program activities for an environmental program. These records include, but are not limited to, mission descriptions or documents describing the following: the type of work performed; funding/budget documentation; program plans; approvals and implementation and coordinating program activities; action plans; program development records; compliance to regulatory requirements; a history of past management practices; meeting minutes; audits; project reviews or event documentation; organization structure; property/equipment lists; deliverables; reports and correspondence related to milestones, work identification or progress; and other related documentation.

Cut off annually. Destroy 25 years after cutoff. N1-434-00-7, item 1.k(1)

Destroy when 25 years old. (Applies to both.)

15143 Decontamination and Decommissioning Cleanup and Transitioning Case Files. This record documents the decontamination, decommissioning, dismantlement, disposal, or the cleanup and transitioning of a facility, area, or equipment that has been exposed to radiation or hazardous chemicals. Files include, but are not limited to, correspondence, as-built drawings, engineering studies, cost and schedule estimates, environmental documentation, photographs, procedures, radiological and hazardous characterizations, readiness reviews, safety analyses, meeting minutes, contracts, waste burial records, work authorizations, work orders, letters of instruction, engineering orders, event fact sheets, facility surveillance data sheets, inspection reports, phase/status reports, and final decommissioning reports.

Cut off at project completion. Retire to FRC 25 years after cutoff. Destroy in 75 years. N1-434-98-28, item 1.k(3)

No change.

15144 Field Record Case Files (not project related). (Re-titled. Formerly Sampling and Analysis Case Files) Contains material relating to a specific environmental site, activity, project, organization, laboratory, process, etc. These files may contain, but are not limited to, the following: a record index; administrative records (correspondence, meeting minutes, etc.); Remedial Investigation (RI)/Feasibility Study (FS); investigative field documentation.

Destroy after 50 years. Cut off case file upon closure of site, or termination of activity, project, organization, laboratory, or process. Destroy 50 years after cutoff. N1-434-98-28, item 1.k(4)

No change.

15145 Superfund Project Files

CERCLA-Funded Cooperative Agreements (Superfund Projects) Project and Site Specific Files. Record keeping systems that consist of complete site-specific files and project records containing documentation of costs incurred, site-specific costs to be tracked by site, activity, and operable unit, as applicable, and systems that provide sufficient documentation for cost recovery purposes if the requirements are the same.

Destroy 10 years following submission of the final financial status report for the site, or until resolution of all issues arising from litigation, claim, negotiation, audit, cost recovery, or other actions, whichever is later. Written approval must be obtained from the EPA award official before destroying any records.
40 CFR 35.6700 N1-434-98-28, item 1.h(1)

CERCLA-Funded Cooperative Agreements (Superfund Projects) Administrative Systems. Record keeping systems pertaining to: (a) Property records, procurement, time and attendance records and supporting documentation; (b) Compliance documentation pertaining to statutes and regulations that apply to the project; (c) Site-specific technical hours spent to complete each pre-remedial product; (d) Records as required by 40 CFR 35.6705, and records access requirements described in 40 CFR 31.36(I)(10) and 31.42(e); (e) Financial and programmatic records, supporting documents, statistical records, and other records which are required by 40 CFR 35.6700, program regulations, or the cooperative agreement, or are otherwise reasonably considered as pertinent to program regulations or the cooperative agreement.

Destroy 10 years following submission of the final financial status report for the site, or until resolution of all issues arising from litigation, claim, negotiation, audit, cost recovery, or other actions, whichever is later. Written approval must be obtained from the EPA award official before destroying any records. 40 CFR 35.6700 N1-434-98-28, item 1.h(2)

Destroy 10 years following the submission of the final financial status. (Applies to both.)

15200 REGULATORY COMPLIANCE

15210 Investigation/Inspection/Assessment/Appraisal Records

15211 RCRA/CERCLA Relating Inspection Records/Inactive Waste Assessment

RCRA-related inspection files.

Destroy 5 years after life of facility. N1-434-98-28, item 2.a(1)(a)

CERCLA-related waste inspection logs.

Destroy 5 years after waste removal date. N1-434-98-28, item 2.a(1)(b)

Assessment Records. Assessments of inactive waste sites.

Destroy 5 years after site closure. N1-434-98-28, item 2.a(3)(a)

Destroy 5 years after facility/waste closure. (Applies to all of the above.)

15212 General Inspection Logs and Supporting Documentation.

General inspection logs related to operations; safety inspections; inspection schedules, completed inspection procedures and checklists; internal, job-specific inspection checklists and other supporting documentation.

Destroy 3 years after date of inspection. N1-434-98-28, item 2.a(1)(c)

Inspection records of hazardous waste storage locations, that record date and time of the inspection, notes of observations made, and date and nature of any repairs or other remedial actions.

Destroy 3 years after date of inspection. N1-434-98-28, item 2.a(1)(d)

Inspection logs or records maintained pursuant to 40 CFR 264.347 or 40 CFR 264.15 or 40 CFR 264.73.

Destroy 3 years after date of inspection. N1-434-98-28 item 2.a(1)(e)

Destroy after 3 years. (Applies to all of the above.)

15213 Waste Appraisal Files. Hazardous waste appraisals that determine if short-term or temporary storage areas, containers, or packaging are in compliance with requirements.

Destroy 5 years after appraisal. N1-434-98-28, item 2.a(2)

No change.

15214 Assessment, Investigation and Corrective Action Documentation

Records documenting evaluation, assessment, audits, and associated corrective action documentation.

Destroy 75 years after action is taken. N1-434-98-28, item 2a.(3)(b)

Environmental investigations. Audit and investigative case files and reports that pertain to environment, health and safety topics, cases or concerns but **did not** attract national or Congressional attention, result in substantive changes in Departmental policy or procedure and **were not** cited in semi-annual reports to Congress.

Cut off upon completion or audit or investigation. Destroy when 75 years old. N1-434-98-28, item 4 now in ADM 22, item 4.

Destroy when 75 years old. (Applies to both.)

15220 Radioactive/Hazardous Waste, Chemical Inventories

15221 Spills/Release Records, Radioactive/Hazardous Waste, Chemical Inventories, Waste Minimization and Underground Tank Records

Spill/Release Records. Records that report all spills or releases of hazardous substances, identifying the location, type, volume, time discovered/occurred, reporting individual, effected media, corrective action taken, hazardous substance release records and other information considered necessary to document the spill, release and cleanup.

RCRA overfill leak inspections.

Destroy 3 years after inspection. N1-434-98-28, item 2.b(1)

Chemical spills, hazardous waste spills, process spills, or similar spills under CERCLA/RCRA.

Destroy 10 years after cleanup. N1-434-98-28, item 2.b(2)

Polychlorinated Biphenyl spill and cleanup records.

Destroy after 5 years. N1-434-98-28, item 2.b(3)

Spill response and remediation plan files.

Destroy when 2 years old or 1 year after superseded, which ever is sooner. N1-434-98-28, item 2.b(4)

Spill Prevention Control and Counter-Measures (SPCC) records.

Destroy after 3 years. 40 CFR 112.7 N1-434-98-28, item 2.b(5)

Waste/Chemical Inventory Files. Hazardous chemical inventories identifying types and amounts of chemicals currently in use, inventories of hazardous waste scheduled for transport for disposal, and radioactive and mixed waste, transuranic (TRU) waste, and high level radioactive waste.

In-Use Chemical Inventory Files. Inventories of chemicals in use; chemical inventories for Superfund Amendment and Reauthorization Act of 1986 (SARA) Emergency Planning and Community Right to Know Act of 1986 (EPCRA) reporting such as Tier Two Emergency and Hazardous Chemical Inventory (commonly called 312) and Toxic Chemical Release Inventory (commonly called 313), and other regulatory agency-driven requirements.

Destroy 3 years after submittal of report. 40 CFR 372.10 N1-434-98-28, item 2.c(1)

Storage Inventory Files. Inventories that indicate type and amounts of hazardous wastes currently located at storage sites.

Destroy after facility closes. 40 CFR 265.73 N1-434-98-28, item 2.c(2)

Low-Level Radioactive and Mixed Waste Inventory Files. Inventories that indicate the amount and types of low-level radioactive and mixed waste.

Destroy 5 years after permit expires. N1-434-98-28, item 2.c(3)

Hazardous Waste Inventory Files. Inventories of hazardous wastes maintained for transport for temporary disposal.

Destroy 3 years after shipment date. N1-434-98-28, item 2.c(4)

Transuranic Waste Inventory Files. Inventories for two types of TRU: contact handled, such as glove box waste; and remote handled, such as irradiated fuel or samples from tank wastes.

Destroy when waste is transferred, treated, or disposed of. (N1-434-98-28, item 2.c(5))

High-Level Radioactive Waste Inventory Files. Inventories of high-level radioactive waste.

Cut off 5 years after disposal/transfer of waste. Retire to FRC in 5 year blocks. Destroy in 75 years. N1-434-98-28, item 2.c(6)

Materials Safety Data Sheets (MSDS). MSDS provide detailed safety information on hazardous chemical products obtained from chemical manufacturers and/or commercial information services. MSDS are originated by manufacturers of chemical products and passed on to product purchasers to provide detailed product safety information are required by public law.

Destroy 75 years after substance has been removed from use. N1-434-01-2, item 2.c(7)(a)

Sealed Radioactive Source Inventory. Records concerning the inventory and integrity testing of sealed radioactive sources. Records are used for calibrating radiation measurement equipment, response checking of radiation detection instruments, research, and other applications utilizing sealed radioactive sources.

Destroy 75 years after final disposition of radioactive source, or in accordance with authorization issued by a state or Federal regulatory agency, whichever is longer. N1-434-01-2, item 2.c(8)

Pollution Prevention and Waste Minimization Program Records. Pollution prevention and waste minimization program records encompass records which document waste elimination, reduction or minimization, during activities such as research, process design, and daily facility or plant operations.

Waste Stream Identification and/or Characterization Studies. Documents and provides detailed descriptions of waste stream processes and identify details of the process including characterization information such as; waste streams stored or in use, chemical by-products produced, field interview notes, draft sketches or layouts, building inspector comments, inputs, outputs, associated costs, etc.

Cut off files at end of fiscal year. Destroy when 10 years old. N1-434-98-28, item 2.e(1)

Inventory Control Records. Waste inventory control and material substitution records.

Cut off files at end of fiscal year. Destroy when 75 years old. N1-434-98-28, item 2.e(2)

Underground Storage Tank Files. Records related to the regulation of storage of materials, wastes, and products in underground storage tanks (USTs). 42 USC 6991, 40 CFR 280, and 40 CFR 281.

Tanks Subject to Remediation

Destroy 20 years after abatement is completed. N1-434-98-28, item 2.j(1)

Tanks Subject to Excavation

Destroy 3 years after tank is removed. N1-434-98-28, item 2.j(2)

Destroy when 75 years old. (Applies to all of the above.)

15230 Waste Generator Shipping and Transporting Files

15231 Hazardous Substance and Radioactive Waste Shipment Records.

Records involving the receipt, shipment or transfer of chemicals, wastes or other hazardous, radioactive or toxic substances.

Hazardous Substance Transfer Files. Includes logs and records, incoming waste shipment requests, hazardous waste manifests, and hazardous waste transfer records medical/biohazardous waste manifests.

Destroy 3 years after shipment. 40 CFR 279.74, 40 CFR 761.180, 40 CFR 761.209, 40 CFR 264.71, and 40 CFR 265.71. N1-434-98-28, item 2.d(1)

Low-Level Radioactive Waste Management Disposal Requests and Shipment Records. Includes storage/disposal records used as manifests.

Destroy 3 years after waste disposal date. N1-434-98-28, item 2.d(2)

High-Level and Radioactive Mixed Waste Shipment Records. Includes storage records, forms or records prepared by the waste generator, and other related documentation.

Destroy when 75 years old. N1-434-98-28, item 2.d(3)

Transuranic Shipment Records. Waste generator records and other related documentation.

Destroy after 5 years. N1-434-98-28, item 2.d(4)

Destroy when 75 years old. (Applies to all of the above.)

15232 Waste Acceptance Criteria Records. Includes records that become part of the site specific plan(s).

Nuclear related.

Destroy after 20 years. N1-434-98-28, item 2.d(5)(a)

Non-Nuclear related.

Destroy after 10 years. N1-434-98-28, item 2.d(5)(b)

Destroy after 10 years. (Applies to both.)

15240 National Environmental Policy Act and Related Laws Documentation

15241 Environmental Impact Statement, Environmental Assessment and Categorical Exclusion

Environmental Impact Statement. An environmental impact statement (EIS) is required for proposed major federal actions that significantly affect the quality of the human environment. A supplemental analysis (SA), is prepared if there are substantial changes to the proposed action or significant new circumstances or information relevant to environmental concerns for an action covered by an existing, approved EIS. A SA is prepared to determine if a supplemental EIS or a new EIS should be prepared.

Maintained by the cognizant DOE Office.

Permanent. Cut off when ROD is issued. Transfer to NARA 20 years after cutoff. N1-434-98-28, item 2.f(1)(a)

Environmental Assessment Records. An environmental assessment (EA) provides the information to determine the necessity for an EIS or a finding of no significant impact. Documentation includes the EA and Notice of Intent (NOI).

Maintained by the cognizant DOE Office.

Permanent. Cut off when project is completed. Transfer to NARA 20 years after cutoff. 40CFR1508.9 N1-434-98-28, item 2.f(2)(a)

Categorical Exclusion Records. A categorical exclusion (CX) documents that the potential impacts to the environment are clearly insignificant and the proposed action falls within a category of actions not normally requiring an EA or an EIS. An information bulletin (IB) describes the action and identifies the appropriate CX and is prepared as a basis for a DOE decision regarding the CX. The IB usually includes a draft CX determination. Documentation includes the IB, environmental checklist (ECL)/action description memorandum and other records used to reach a CX determination.

Maintained by the cognizant DOE Office.

Permanent. Cut off when project is completed. Transfer to NARA 20 years after cutoff. 40 CFR 1508.4 and 10 CFR 1021 N1-434-98-28, item 2.f(3)(a)

No change. (Applies to all of the above.)

15242 Environmental Impact Statement, Environmental Assessment and Categorical Exclusion – Background Documentation

Final Published Version of the Environmental Impact Statement. Background material, documentation includes the draft EIS and supporting plans, scoping, scheduling, and background information; public and agency comments; Notice of Intent (NOI); ROD; and may include SA, EIS Implementation Plan, Community Relations Plan/Public Participation Plan, Records of Considerations, Mitigation Action Plan, Supplemental EIS, and Flood Plain/Wetland Assessments.

Destroy in 20 years. Retire to FRC 5 years after ROD is issued. N1-434-98-28, item 2.f(1)(c)

Background Documentation for Environmental Assessment Records.

Destroy in 20 years. Retire to FRC 5 years after ROD is issued. N1-434-98-28, item 2.f(2)(c)

Background Documentation for Categorical Exclusion Records.

Destroy in 20 years. Retire to FRC 5 years after ROD is issued. N1-434-98-28, item 2.f(3)(c)

No change. (Applies to all of the above.)

15243 Documentation Supporting Compliance with other Environmental Statutes Coordinated with the NEPA Process. National Environmental Policy Act Support Documentation. Documentation supporting compliance with other environmental statutes coordinated with the NEPA process.

Cut off at the end of the calendar year of project completion. Destroy in 3 years. 10 CFR 1021, 10 CFR 1500, and 10 CFR 1508 N1-434-98-28, item 2.f(4)

No change.

15250 Drinking Water and Safe Drinking Water Act

15251 Drinking Water and Safe Drinking Water Act. Records documenting the condition of drinking water systems operated in support of DOE sites.

Bacteriological Analysis Files.

Destroy in 5 years or when data has been transferred to tabular summaries. 40 CFR 141.33 N1-434-98-28, item 2.h(1)

Chemical Analysis Files.

Destroy in 10 years. 40 CFR 141.33 N1-434-98-28, item 2.h(2)

System Survey Files. Copies of written reports or summaries of sanitary surveys of the system.

Destroy 10 years after completion of sanitary survey. N1-434-98-28, item 2.h(3)

Variance Record Files. Records of a variance or exemption.

Destroy 5 years after expiration of variance or exemption. N1-434-98-28, item 2.h(4)

Corrective Action Files. Records of actions taken by the system to correct violations of primary drinking water regulations.

Destroy 3 years after last corrective action taken with respect to particular violation involved. 40 CFR141.33 N1-434-98-28, item 2.h(5)

Destroy when 10 years old. (Applies to all of the above.)

15260 Wells

15261 Well-History, Construction, Maintenance and Abandonment Files

Well History and Construction Files. Records dealing with the history and construction of wells including inventories of wells, photographs, soil borings from geological investigations, boreholes, core holes, test holes and any other drill holes where data was obtained. It includes drilling plans and reports, well installation and provided to completion records, schematics of well construction, logbooks such as drilling logs, correspondence, maps, photographs, charts, summary reports, and construction verification reports.

Retain on site. Cut off when well is plugged and abandoned. Retire to FRC 3 years after cutoff. Destroy when facility closes. N1-434-98-28, item 2.i(1)

Well Maintenance Files. Records dealing with well maintenance such as well services requests, well services planning, well structure field inspections, repairs and modifications, surveying, installing locking well caps, maintaining pump systems, removing deposits.

Retain on site. Cut off when well is plugged and abandoned. Retire to FRC 3 years after cutoff. Destroy when facility closes. N1-434-98-28, item 2.i(2)

Well Abandonment Files. Well abandonment plans, notifications, and reports, except underground injection wells. NEPA CX List of Wells.

Retain on site. Cut off when well is plugged and abandoned. Retire to FRC 3 years after cutoff. Destroy when facility closes. N1-434-98-28, item 2.i(3)(a)

Abandonment of underground injection wells and the nature and composition of all injected fluids.

Destroy 3 years after plugging and abandonment. N1-434-98-28, item 2.i(3)(b)

Destroy when facility closes. (Applies to all of the above.)

15270 Administrative Record File

15271 Administrative Record File. Records documenting the basis for selecting a CERCLA response action/remediation action, RCRA permit/permit modification/or closure plan action by the U.S. Environmental Protection Agency (EPA), the DOE, state agencies, the public, or other interested parties. These files contain historical data on the identification and remediation alternative of waste sites. The Administrative Record also includes documents that demonstrate the public's opportunity to participate in and comment on the selection of the remedial action.

Documents may include, but are not limited to, remedial investigation/feasibility study (RI/FS) work plan, guidance documents, proposed plan, public notices, record of decision (ROD), explanation of significant differences, permit application, corrective measures study report, interim response action proposal, applicable NEPA documentation, and all other decision documents available for public comment and use.

Destroy 75 years after the termination of the applicable FFA&CO. DOE shall notify the EPA at least 90 calendar days prior to the destruction of these records, and upon request by the EPA, DOE shall relinquish custody of the records or copies of the records to the EPA. N1-434-98-28, item 1.a

Destroy 75 years after the termination of the applicable Federal Facility Agreement and Consent Order (FFA&CO).

15300 Permits/Permitting Documentation

15310 RCRA Parts A & B

15311 RCRA Parts A & B Maintained by the Cognizant DOE Operations Office. Permitting documentation includes detailed definition of the approved process, schedules, milestones, reporting requirements, supporting documentation, correspondence, terms and conditions of the permit, notification of changes to the permit and modifications.

RCRA Permits, Part A and B. Maintained by the cognizant DOE Office

Permanent. Cut off and transfer to NARA at termination of permit. N1-434-98-28, item 3.b(1)(a)

No change.

15320 RCRA Permit Supporting Documentation and Required Monitoring Data

15321 RCRA Permit Supporting Documentation and Required Monitoring Data

Preparation of the permitting application includes permitting requirements, permitting policies, cost information, schedules, application, closure plans, notification requests, supporting documentation, negotiations with permitting agency modification process and correspondence.

RCRA Permit Applications, Part A and B and supporting documentation.

Destroy 5 years after permit expires. N1-434-98-28, item 3.b(1)(c)

RCRA Permits Part A and B. Required monitoring data. Including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by permit.

Destroy after 3 years. N1-434-98-28, item 3.b(1)(d)

Destroy when 75 years old. (Applies to both.)

15330 Waste Water Discharge, Air Emissions, Pollution Prevention Permit Records/Applications Record

15331 Waste Water Discharge, Air Emissions, Pollution Prevention Permit Records/Applications Records

Preparation of the permitting application includes permitting requirements, permitting policies, cost information, schedules, application, closure plans, notification requests, supporting documentation, negotiations with permitting agency modification process and correspondence.

RCRA Part A and B permit applications and all other applications.

Destroy 5 years after applicable permit expires. N1-434-98-28, items 3.a(1) and (2)

Waste Water Discharge Permit Records. These records document the requests for permission to discharge waste water into ground water and sanitary sewers. Includes but is not limited to: discharge plans, approval letters, samples and analysis, certificate of analysis, monitoring requirements, renewal applications, chain of custody forms, permits and applications, routine storm maintenance requests, including records required by National Pollutant Discharge Elimination System (NPDES), State Waste Discharge, Injection Well and Stormwater Permits. Also, includes reports required by the permits, including but not limited to, discharge monitoring reports, noncompliance notification, noncompliance reports and corrective action measures. Water may be discharged into sewers, ponds, lagoons, etc.

Construction permits submitted after applications are approved, notices to discharge surplus water in accordance with permit compliance, purge water activity records, and storm drainage inspections and maps.

Destroy 5 years after the applicable permit expires. 40 CFR 122.21 N1-434-98-28, items 3.b(2)(a), (c),(d) and (e)

Technical, general regulatory and policy correspondence.

Destroy after 5 years. N1-434-98-28, item 3.b(2)(b)

Air emission records document the process of developing and obtaining approval from federal, state, air quality district, or city officials to emit air pollutants and/or airborne particulate matter in compliance with the Federal CAA, associated State implementation plans and laws. Records may include, but are not limited to, permit applications and supporting documentation, permits, (such as new construction or preconstruction, operating modification, new source, NESHAPS, prevention of significant deterioration, acid rain, open burn, top soil disturbance, administrative permit amendments, permit renewals, modifications, cancellations, suspensions, exemptions, approvals, and disapprovals, monitoring and control plans, notices of violation, material safety data sheets (MSDS) for pollutants, permit lists, dispersion modeling information, correspondence with and between DOE, DOE contractors, city, state, air quality district, or EPA officials regarding permitting, documentation of permit fee invoices and payments, and ownership of pollution allowances or rights. Records may also include air emission permit tracking databases.

Related and supporting documentation for permits.

Destroy 3 years after related permit expires. N1-434-98-28, item 3.b(3)(a)

Pollution allowance ownership rights documentation.

Destroy 3 years after related permit expires. N1-434-98-28, item 3.b(3)(b)

Draft documents, supporting notes and calculations.

Destroy when superseded, obsolete or no longer needed. N1-434-98-28, item 3.b(3)(c)

Pollution prevention equipment records document the permission to install specific equipment in buildings or facilities at DOE contractor sites to meet regulatory compliance. Records may include, but are not limited to, permit applications, permits, permit renewals, correspondence, emission concentration, and type of pollution control equipment.

Destroy 3 years after related permit expires. N1-434-98-28, item 3.b(4)

All other permits.

Destroy 3 years after related permit expires. N1-434-98-28, item 3.b(5)

Destroy 5 years after related permit expires. (Applies to all of the above.)

15340 Permit Petitions/Waivers

15341 Permit Petitions/Waivers. Documentation used as a means to request a petition or waiver from a permit requirement(s).

Destroy 5 years after petition/waiver expires. N1-434-98-28, item 3.c

No change.

15400 MONITORING

15410 Soil and Groundwater

15411 Procedures, Radiological Equipment Calibration and Survey Forms and Logs

Geologist field logs document field test bore holes, indicating the type of soils, gravels, cobbles and sand that are found at the field test area. They give the sampler type and depth, inches/feet driven, inches recovered,

sample condition, drilling rate, and other pertinent data. They contain field log boring forms and well development/water monitoring data. Drilling/boring field logs are used to record geological data (such as the changes in soil or strata with depth), what projects are currently being worked on and the time and results of routine environmental tasks.

Destroy when 75 years old. N1-434-98-28, item 1.e(4)(a)

Field logbooks containing pertinent soil monitoring calculations, observations, and interpretations of results.

Destroy when 75 years old. N1-434-98-28, item 1.e(4)(c)

Procedures that detail the specific methods and frequency of environmental soil monitoring.

Cut off when superseded or obsolete. Destroy when 75 years old. N1-434-98-28, item 4.a(1)

Radiation Detection Equipment (instrument) Calibration Records. Documentation providing assurance that equipment used during monitoring activities was calibrated to established standards.

Destroy when 75 years old. N1-434-98-28, item 4.a(2)(a)

Radiological survey forms and logs for soil monitoring.

Destroy when 75 years old. N1-434-98-28, item 4.a(3)

Procedures that detail the specific methods and frequency of groundwater monitoring.

Cut off when superseded or obsolete. Destroy when 75 years old. N1-434-98-28, item 4.d(1)

Radiation detection equipment (instrument) calibration records for groundwater monitoring. Documentation providing assurance that equipment used during monitoring activities was calibrated to established standards.

Destroy when 75 years old. N1-434-98-28, item 4.d(2)(a)

Radiological survey forms and logs for soil monitoring.

Destroy when 75 years old. N1-434-98-28, item 4.d(3)

Destroy when 75 years old. (Applies to all of the above.)

15412 Non-radiological Equipment Calibrations

Non-radiation equipment calibration records for soil monitoring.

Destroy 5 years after calibration. N1-434-98-28, item 4.a(2)(b)

Non-radiation detection equipment calibration for groundwater monitoring.

Destroy 5 years after calibration. N1-434-98-28, item 4.d(2)(b)

Destroy when 5 years old. (Applies to both.)

15413 Statistical Monitoring Data

Data used to make statistical comparisons between different soil monitoring locations or time periods.

Destroy when results are incorporated into summary reports, or when 5 years old, whichever is earlier. N1-434-98-28, item 4.a(4)

Data used to make statistical comparisons between different groundwater monitoring locations or time periods.

Destroy when results are incorporated into summary reports, or when 5 years old, whichever is earlier. N1-434-98-28, item 4.d(4)

No change. (Applies to both.)

15414 Pesticide/Herbicide Records. Records of the application of pesticides/herbicides. Records include but are not limited to location involved, date, time, appropriate meteorological data for exterior applications, amounts of chemical associated concentrations and equipment used, signature and license number of the cognizant operator along with pertinent remarks.

Destroy after 10 years. N1-434-98-28, item 3.e EPI

No change.

15420 Air

15421 Air Monitoring Records

Procedures that detail the specific methods and frequency of environmental air monitoring.

Cut off when superseded or obsolete. Destroy when 75 years old. N1-434-98-28, item 4.b(1)

Air Filter Records. Records used to gather, analyze and report air quality data including hot cell air quality and filter efficiency data in radiological control areas. Records may include, but are not limited to, air filter information, raw data derived from filters, such as filter number and amount of particulates, filter efficiency test reports and data and filter inventory lists.

High-Efficiency Particulate Air (HEPA) filter records, including but not limited to; raw data efficiency tests, laboratory analysis and inventory lists.

Cut off annually. Retire to FRC 5 years after cutoff. Destroy when 75 years old. N1-434-98-28, item 4.b(2)(a)

Evaporator, Hood, Stack, and Exhaust Fan Discharge Records.

Records that document equipment types and discharge rates used to calculate the potential release of contaminants and radionuclides from specific locations. The records are used to supplement the NESHAP reports and to fulfill partially the requirements of the EPA. Records may include, but are not limited to, trace emissions, location, equipment type, velocity, release rate, concentration, parameters, hourly evaporation rate, identification of the chemicals purchased and used by the department, descriptions of air handling supply and exhaust systems, description of the flow measuring system, flow rate testing data sheets, what type of toxic or radioactive material the hood is used for, instrument type and serial number, calibration due date, and approval.

Cut off annually. Retire to FRC 5 years after cutoff. Destroy when 75 years old. N1-434-98-28, item 4.b(3)

Monitoring Baseline Study Record. These records document a study which establishes normal monitoring levels for measuring the radioactive and non-radioactive impact on the environment and surrounding populations. Information from these records may be used to compile compliance reports. Records may include, but are not limited to, correspondence, plan status, performance and technical system audits, wind source direction status, preliminary and end results, interpretations, conclusions and recommendations, ECL system plan and effluent particle size.

Destroy when 20 years old. N1-434-98-28, item 4.b(4)

Hazardous Air Pollutant Baseline Study Records. These records also document measurements collected from upwind and downwind locations indicating the hazardous air pollutants specified in 42 USC 112 such as asbestos, benzene, beryllium, mercury, vinyl chloride, coke oven emissions, and inorganic arsenic. Records may include, but are not limited to, analytical procedures, calibrations, monitoring results and recommendations.

Destroy when 20 years old. N1-434-98-28, item 4.b.(5)

Annual Background Study Records. These records document the preliminary results of an approved background study used by the EPA, the state, and DOE to evaluate contamination release. These studies are used to develop information on the uncontaminated conditions of a site. The data is compared with data from areas that might be contaminated. Records may include, but are not limited to, data acquisitions and related correspondence, description of data collection methods and technology, data logs, subcontractor memos, applicable NEPA documentation and analytical results.

Destroy when 5 years old. N1-434-98-28, item 4.b(6)

Stratospheric Ozone Protection Records. These records document a unified, cost effective, and competitive approach for a transition from using ozone depleting chemicals to the use of new chemicals or chemical substitutes that will not deplete the stratospheric ozone or pollute the air or the environment. Records may include, but are not limited to, memos and correspondence, summary plans, cost analysis, substance lists, and regulation lists.

Destroy when 3 years old. N1-434-98-28, item 4.b(7)

Criteria Pollutant Release Records. These records document measures of National Ambient Air Quality Standards Program (NAAQS) criteria pollutants released into the air that meet pollution prevention requirements. The pollutants measured have been identified as being hazardous to human health and welfare. These measurements are mandated by the DOE as part of resolving National Air Quality problems. Records may include, but are not limited to, ECL, Request for Facility Services, CX list and EPA checklists.

Destroy when 5 years old. N1-434-98-28, item 4.b(8)(a)

Criteria Pollutant Source Inventory. Records document annual inventories of criteria pollutant sources at DOE and contractor sites that are used to determine the source type and concentration of pollution emitted from identified locations.

Destroy 5 years after inventory completion. N1-434-98-28, item 4.b(8)(b)

Air Monitor/Sampler Radiation Detection Equipment Calibration Records. Documentation providing assurance that equipment used during monitoring activities was calibrated to established standards. These records document the type of calibration performed, the degree of accuracy to which the item was calibrated and the date of calibration, and to determine when the item is due for recall. Records may include, but are not limited to, procurement, equipment serial number and location, manufacturers statement of origin, manufacturer code, equipment calibration estimates, calibration data forms, checklists, billings, inspection reports, move orders, equipment manual information, vendor information, quality and operating checks, pre-operational checklists, calibration date, calibration data, calibration recall notices, calibration sheets, out-of-tolerance notifications, recall cards, equipment standards and specifications, certificates of conformance, certificates of completion, instrument status, service performance reports, and trouble shooting information.

Destroy when 75 years old. N1-434-98-28, item 4.b(9)(a)

Air Monitor/Sampler Non-radiation Detection Equipment Calibration Records. Documentation providing assurance that equipment used during monitoring activities was calibrated to established standards. These records document the type of calibration performed, the degree of accuracy to which the item was calibrated and the date of calibration, and to determine when the item is due for recall. Records may include, but are not limited to, procurement, equipment serial number and location, manufacturers statement of origin, manufacturer code, equipment calibration estimates, calibration data forms, checklists, billings, inspection reports, move orders, equipment manual information, vendor information, quality and operating checks, pre-operational checklists, calibration date, calibration data, calibration recall notices, calibration sheets, out-of-tolerance notifications, recall cards, equipment standards and specifications, certificates of conformance, certificates of completion, instrument status, service performance reports, and trouble shooting information.

Destroy 5 years after calibration. N1-434-98-28, item 4.b(9)(b)

Destroy when 75 years old. (Applies to all of the above.)

15430 Meteorological

15431 Meteorological Monitoring Records

Meteorological Monitoring Records. These records document the data collected from weather monitoring stations to support environmental monitoring programs. It is also used to report overall annual dose, calculated concentrations of routine and accidental releases, and supports real time plume trajectory forecasting system. Records include, but are not limited to, strip charts of real time measurements of wind speed and direction, temperature, wind chill, relative humidity, dew point, precipitation, barometric pressure, synopsis of expected daily weather activity, evening forecast, weather cautionary or alert information, semiannual calibration results of tower, logbooks identifying problems, abnormalities, documentation of daily checks, correspondence regarding tower installation, and construction, milestone report, meteorological system design and overview, briefings and findings.

Destroy when 10 years old. N1-434-98-28, item 4.c

(Note: The following series are currently covered in ADM 17, item 13 (II-NNA-2144). Once this schedule is approved, they will be deleted from ADM 17.)

Synoptic meteorology records accumulated to evaluate and determine meteorological and climatological conditions bearing on engineering and contamination problems.

Wind logs recording wind speed and direction at hourly intervals and at various levels.

Destroy when 10 years old. ADM 17, item 13.a

Summary sheets recording actual and average wind speeds and direction.

Destroy when 10 years old. ADM 17, item 13.b

Reports of synoptic wind observations listing wind velocities and direction at every half hour in each project area.

Destroy when 10 years old. ADM 17, item 13.c

Soil and air temperature logs, recording temperatures at every half hour intervals at various levels above and below the surface.

Destroy when 10 years old. ADM 17, item 13.d

Solar radiation logs recording hourly averages and daily totals of solar color radiation, direct and indirect, received on a horizontal surface.

Destroy when 10 years old. ADM 17, item 13.e

Psychometric computations figured from wet and dry bulb readings, dew point, relative humidity and adjustment figures and other records.

Destroy when 10 years old. ADM 17, item 13.f

Pressure logs listing hourly barograph readings and corrections, station pressures and temperatures.

Destroy when 10 years old. ADM 17, item 13.g

Surface weather observation data listing sky and ceiling; visibility; sea level pressure; temperature; dew point; direction, speed and character of winds; and total sky cover.

Destroy when 10 years old. ADM 17, item 13.h

Summary records concerning pressure, sky cover, humidity, frost, fog and miscellaneous weather phenomena, including data and readings on frontal passage and Chinook inversions.

Destroy when 10 years old. ADM 17, item 13.i

Precipitation measurements and summaries, listing water in rain gauge, snow, sleet or ice on the ground, water equivalent and unmelted amounts, together with observer's remarks.

Destroy when 10 years old. ADM 17, item 13.j

Meteorological recorder charts recording velocity and direction, temperature, solar radiation, thermograph and hydrograph readings, and atmospheric pressure over 24-hour periods.

Destroy when 5 years old. ADM 17, item 13.k

Pilot balloon ascension reports, indicating elevation of balloon at minute intervals, azimuth, distance, speed, temperature and observer's remarks.

Destroy when 2 years old. ADM 17, item 13.l

Weather maps and charts on which are plotted weather information received by teletype, including pseudo adiabatic charts, U.S.W.B. plotting charts and upper air charts.

Destroy when 2 years old. ADM 17, item 13.m

Background recording charts and monitor logs measuring miscellaneous background readings of air contamination.

Destroy when 1 year old. ADM 17, item 13.n

Destroy when 75 years old. (Applies to all of the above.)

15440 Tank Monitoring

15441 Tank Monitoring Records

Records related to monitoring tanks containing chemicals, wastes, or other hazardous, radioactive, or toxic substances.

Liquid Levels/Surface Levels. Records that document the baseline and associated changes in the level of liquids contained within a tank indicating potential problems or lack thereof.

Until tank closure. N1-434-98-28, item 4.e(1)

Dome Elevation. Records that document crusts or buildups within a tank that may account for solids or sludge fragments rising to the top indicating an explanation for changes in tank surface levels and liquid levels.

Until tank closure. N1-434-98-28, item 4.e(2)

Drywell/Swab Risers. Records of contamination measurement to help detect leaks to the ground from a tank or transfer line (or waste stream).

Until tank closure. N1-434-98-28, item 4.e(3)

Destroy after tank closure. (Applies to all of the above. Wording change only.)

15450 Waste Streams

15451 Waste Stream Logbooks. Logbooks containing information related to radioactive or hazardous waste streams.

Destroy when 75 years old. N1-434-98-28, item 1.e(3)

No change.

15500 Sampling and Analysis**15510 Sampling/Analysis Logbooks, Data Packages, Authorization Forms and Procedures****15511 Sampling/Analysis Logbooks, Data Packages, Authorization Forms and Procedures**

Sampling and Analysis. Records included in this series document sampling and analysis activities for samples collected during environmental investigations, remediation, and restoration from sample acquisition to sample disposition. Documentation covers planning, conducting and documenting sampling operations (collecting samples), sample management and control, and reporting results. Physical samples and specimens are not records and should be returned to the organization from which they originated per EPA requirements.

Sample and Analysis Logbooks. Logbooks containing sample and analysis data.

Destroy when 75 years old. N1-434-98-28, item 1.e(1)

Geology Logbooks. Logs and logbooks, such as geologist field logs, subcontractor geotechnical operations logbooks, soil and soil gas survey sampling field logs and characterization logbooks.

Soil and soil gas survey sampling field log document efforts to collect and analyze soil and soil gas samples for possible site remediation or restoration.

Destroy when 75 years old. N1-434-98-28, item 1.e(4)(b)

Procedures. These procedures detail the methods used and frequency of analysis of environmental samples, including records or correspondence that give the philosophy and scope, provide interpretations of results, and detail the plans for sampling and analysis.

Destroy when 75 years old. N1-434-98-28, item 5.a

Sampling Authorization Forms. These forms document field sampling requirements generated to initiate and perform sampling and analysis.

Destroy when 75 years old. N1-434-98-28, item 5.b

Analytical Laboratory Data Packages. These packages consist of documentation generated during transport and receipt of field samples (e.g., chain of custody), sample movement in the laboratory, preparation for analysis, laboratory analyses output, raw and processed data, analytical results (analysis reports), reanalysis, quality control sample results, and instrument calibration data, plus a summary of final results for each batch. May include validation and/or verification documentation.

Destroy when 75 years old. N1-434-98-28, item 5.c(1)

Physical Property Data Packages. These packages contain analytical results for samples taken during borehole or well drilling operations. These files contain the following records: data transmittals, graphs, and laboratory analysis.

Destroy when 75 years old. N1-434-98-28, item 5.c(2)

Field Screening Data Packages. These data packages document field screening measurements for preliminary determinations of contamination levels in support of environmental investigation, restoration, and remediation activities. Documentation may include, but is not limited to: sample analysis request documentation; narrative description or overview of activities that took place; summary of results; table of analyses; logbook pages; strip charts; instrument calibration data; and laboratory analysis reports.

Destroy in 75 years. N1-434-98-28, item 5.c(3)

No change. (Applies to all of the above.)

15520 Laboratory Sample Processing

15521 Laboratory Sample Processing. Control records pertaining to work performed in analytical laboratories. Records include, but are not limited

to Sample Receiving Logs, analysis requests, analytical assay records, and comparative analysis logs.

Destroy when 10 years old. N1-434-98-28, item 5.d

No change.

15600 Disposal/Cleanup

15610 Designation/Mean of Disposal and Waste Disposal Characterizations Records

15611 Designation/Mean of Disposal and Waste Disposal Characterizations Records

Procedures governing disposal and cleanup.

Permanent. Retain on site until final cleanup. Transfer to NARA 5 years after cutoff. N1-434-98-28, item 6.a

Waste Disposal Characterizations/Records. Records indicating type (classification) and degree of contamination, date of disposal, method of disposal (burial, landfill, etc.), volume, and disposal location. Records may include engineering studies, reports of unusual problems encountered during removal or treatment. .

Permanent. Retain on site until final cleanup. Transfer to NARA 5 years after cutoff. N1-434-98-28, item 6.b

No change. (Applies to both.)

15620 Waste Disposal Characterizations/Records Supporting Documentation

15621 Waste Disposal Characterizations/Records Supporting Documentation. Supporting documentation includes but is not limited to miscellaneous worksheets, recorder sheets, other data sheets, and correspondence from where applicable information has been transcribed or summarized in other documentation.

Destroy when 1 year old. N1-434-98-28, item 6.c

Destroy when 75 years old.

The following items are no longer included in the Environmental Records Schedule for the reasons shown:

Item 1.b(1) Emergency Response/Contingency Plans

Emergency response plans identify environmental and safety hazards at a facility and surrounding areas. These plans should coordinate state, federal, and local governments, Native Americans, and other emergency personnel's responses to those hazards.

Records include, but are not limited to: operational plans, contingency plans, prevention plans, emergency procedures, compliance to regulatory requirements for emergency situations, site maps, release forms, correspondence, and other related records.

Destroy 3 years after issuance of a new plan. N1-434-98-28, item 1b(1)

NOTE: One record copy of each plan or directive, along with assessment audit changes to the documentation, must be kept with the agency's set of master directive files for the emergency plan. (See GRS 18, Item 27.)

Moved to 17800, Safety

Item 1.b(4) Safety Analysis Reports

- (a) Safety Analysis Reports (SARs) document the adequacy of safety analysis for a nuclear facility to ensure that the facility can be constructed, operated, maintained, shut down, and decommissioned safely and in compliance with applicable laws and regulations.

Records may include document reviews of current and potential risks involved before work proceeds, specific safety analysis that pertains to specific activities related to the SAR, and Technical Safety Requirements (TSRs) which is specific standards or regulations that pertain to the activity, site characteristics, facility descriptions, safety designs, facility hazard analysis and classification, health and safety criteria, analysis of operation, institutional safety provisions, emergency preparedness, and other related subjects.

Records should include the related DOE Safety Evaluation Report.

Review annually. Cut off when superseded, obsolete, or cancelled. Destroy 75 years after cutoff. N1-434-00-7, item 1.b(4)(a)

- (b) Other Safety Analyses Reports

Document a process to provide systematic identification of hazards within a given DOE operation; to describe and analyze the adequacy of measure taken to eliminate, control, or mitigate identified hazards; and to analyze and evaluate potential accidents and their associated risks.

May have documentation similar to SAR's. Records should include the related DOE Safety Evaluation Report.

Review annually. Cut off when superseded, obsolete, or cancelled. Destroy 25 years after cutoff. N1-434-00-7, item 1.b.(4)(b)

**Combined a and b and moved to 17851, Safety Analysis Reports.
Destroy after 75 years.**

Item 1.b(5) Safety and Health CERCLA/RCRA Documents

Records associated with Safety and Health related documentation required by CERCLA/RCRA, other than CERCLA-funded cooperative agreements.

- (a) Records which notify or support worker protection and safety including but not limited to safety incident, safety analysis, safety meetings, safety awards, and safety assessments.

Destroy after 5 years. 29 CFR 1910.120 N1-434-98-28, item 1b(5)(a)

Determined that records are covered elsewhere in the taxonomy.

- (b) Occupational Safety and Health Administration (OSHA) records, National Institute of Occupational Safety and Health (NIOSH) records, hazard and accident analysis records, Criticality Safety Analysis/Approval records, Health Surveillance Program records, other specific Safety and Health records.

Destroy after 30 years. 29 CFR 1910.20 N1-434-98-28, item 1b(5)(b)

Determined that records are covered elsewhere in the taxonomy.

- (c) Dosimetry records on employees subject to ionizing radiation that are personally monitored.

Destroy when 75 years old. See DRS 1.6, NCI-430-76-9-(4) N1-

434-98-28, item 1b(5)(c)

Moved to 19631, Dosimetry Records.

Item 1.c Archaeological Records

Records resulting in activities conducted on lands owned in fee by Native Americans or held in trust by the United States for Native Americans.

These records can include, but are not limited to; contracts, permits, agreements and related policies, procedures, protocols, or waivers; archaeological site locations, surveys of areas, correspondence, photographs, analysis, reports and findings, drawings, maps, ground surveys, excavation notes, cultural resources; and, site restoration plans, proposals, or other reclamation types of activity records.

Permanent. Cut off annually. Transfer to NARA 25 years after cutoff, in 5 year blocks. N1-434-98-28, item 1c

Moved to 19310, Real Property.

Item 1.d(3) Daily Reports (Environmental Administration)

Reports relating to routine, daily business functions, recurring transactions, or activities associated with environmental, safety, and health operations.

Cut off when superseded, obsolete, or canceled. Destroy when 7 years old. N1-434-98-28, item 1d(3)

Determined that these are covered elsewhere in the taxonomy.

Item 1.e(7) Equipment Testing and Development

Logbooks documenting equipment testing and development.

Destroy after 5 years or after disposal or clearance of tool/equipment from project. N1-434-98-28, item 1e(7)

Moved to 17400, Testing/Modeling.

Item 1.f(5) RCRA Interim Status Training Plan

These plans describe the types and amounts of training for each person at a facility.

Destroy 75 years after issuance. N1-434-98-28, item 1f(5)

Determined that these are covered elsewhere in the taxonomy.

Item 1.g Electronic Data Management Systems N1-434-98-28, item 1g

(1) Geographic Information System

Retain on site. Destroy when no longer needed.

(2) Environmental Sites Databases

Contains source information and other data gathered from many type of environmental activities other than site surveillance/monitoring (e.g., groundwater and biota) for potential and established/documented environmental sites.

(a) Input Source

Destroy when data is entered in database and validated.

(b) Output

File with appropriate series using an approved schedule.

(c) Master File

For those site-specific systems deemed to have special historical significance, submit SF 115 to NARA. All other systems destroy 10 years after certification of post closure care and monitoring and when all enforcement actions related to the facility have been settled.

(3) Waste Management Systems

Any electronic or manual system that tracks and produces records of wastes, from cradle to grave, from generator, storage or transported locations, including laboratory processing.

(a) Database and record systems which track wastes from creation through transportation, processing, storage; and reporting tracking records.

Delete or destroy when related records are destroyed, or 75 years from creation, whichever occurs later.

- (b) Database system development records and documentation records which support the maintenance and operation of tracking systems.

Destroy or delete upon authorized deletion of related system.

(4) Electronic Data Management Systems

Computerized data retrieval systems that manage laboratory information including, but not limited to, tracking samples, managing or archiving analysis results and generating data reports.

Delete or destroy when related records are destroyed, or 75 years from creation, whichever occurs later.

(5) Computer Model Radiation Calculation Records

These records document the calculation of the highest capacity or highest level of radiation exposure and the results of the exposure to the population, and environment. Calculations are combined with information from environmental and dosimetric concentrations and health effects data to develop compliance reports required by various regulatory agencies. Records may include, but are not limited to, meteorological and demographic data concentrations measured from the population, organ dose, frequency distribution of lifetime fatal cancer risk, individual maximum risk assessment, death risk, stack emission, beef and dairy cattle, food crops, time delay rate, period of exposure, transport time, consumption time, ingestion levels, system calibration and setups.

- (a) Records which include methodology calculations and baseline data.

Destroy when no longer needed.

- (b) Temporary data files created during the model usage.

Destroy when no longer needed.

Deleted entire item except for (3)(b) which was moved to 19412, Architecture/Technology. Schedules are media neutral and the remainder of this item will be covered elsewhere.

Item 2.c(7)(b) Materials Safety Data Sheets – all other copies.

Environmental Records Schedule

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Destroy when superseded, obsolete or no longer in use after having confirmed the record copy is being maintained by cognizant department (per item a above). N1-434-98-28, item 2c(7)(b)

Deleted. The management of copies is covered in the Records Management Handbook.

Item 2.f(1)(b) Environmental Impact Statement – All other copies.

Destroy when no longer needed. N1-434-98-28, item 2f(1)(b)

Deleted. The management of copies is covered in the Records Management Handbook.

Item 2.f(2)(b) Environmental Assessment Records – All other copies.

Destroy when no longer needed. N1-434-98-28, item 2f(2)(b)

Deleted. The management of copies is covered in the Records Management Handbook.

Item 2.f(3)(b) Categorical Exclusion Records – All other copies.

Destroy when no longer needed. N1-434-98-28, item 2f(3)(b)

Deleted. The management of copies is covered in the Records Management Handbook.

Item 2.g Septic System/Sewage Treatment Files, N1-434-98-28, item 2g

Plans and specifications for proposed construction. Approvals, certification of inspection and installation, operations manuals, drawings, periodic inspections, vendor information, correspondence, and meeting minutes.

(1) Operation Manuals and Vendor Information

Destroy when equipment is no longer in service.

Deleted. Reference material covered in the Records Management Handbook.

(2) Approvals, Certification of Inspections and Installation, Drawings, Correspondence and Meeting Minutes

Destroy when 50 years old.

Moved to 17300, Fabrication/Construction

Item 3.b(1)(b) Permits – RCRA Permits, Parts A and B – all other copies.

Destroy when no longer needed. N1-434-98-28, item 3b(1)(b)

Deleted. The management of copies is covered in the Records Management Handbook.

Item 3.b(3)(d) Air Emissions Permit Records – Related databases and data.

See 1.g.2. N1-434-98-28, item 3b(3)(d)

Moved to 19400, Information Management.

Item 4.b(2)(b) Air Monitoring Records – Air Filter Records – Databases that duplicate the records.

Delete after the expiration of the retention period authorized for hard copy files, or whenever no longer needed, whichever is later. N1-434-98-28, item 4b(2)(b)

Moved to 19400, Information Management.

Item 7 Electronic Mail and Word Processing System Copies

Deleted. Business rules apply and are in the Records Management Handbook and the Electronic Records Management Handbook (undergoing formal review).